

JOB OPPORTUNITY ANNOUNCEMENT

AMERICAN EMBASSY, BRAZZAVILLE ANNOUNCEMENT NUMBER 008-08

OPEN TO: All interested candidates
POSITION: Housing Clerk, FSN-5; FP-9
OPENING DATE: May 5, 2008
CLOSING DATE: May 9 2008
WORK HOURS: Full-time, 40 hours/week
SALARY: Information on salary may be obtained from the Human Resources Office

NOTE: All ordinarily resident applicants must have the required work and/or residency permits to be eligible for consideration.

The U.S. Embassy in Brazzaville is seeking an individual for the position of Housing Clerk in the Maintenance/GSO section.

BASIC FUNCTION OF POSITION

Preparation and typing of work orders for vacant or new housing units; liaison with the Facilities Management Unit regarding required repairs or installation of fixtures or furnishings and final inspection of new or vacant housing units. Works for local contacts and landlords to acquire new housing. Prepares leases and keeps official housing records, utility bills, and all expenditures and documentation as it relates to housing/facilities. Serves as back-up to the GSO Clerk. Reports to Management Officer, but receives additional supervision from the Assistant GSO.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Education

Completion of secondary school is required.

2. Prior work experience

One year of office experience in maintenance or clerical field.

3. Language requirements

Level 3 English (good working knowledge) is required.

4. Knowledge: Knowledge of maintenance operations and procedures. General knowledge of realty terminology.

5. Skills and abilities

Ability to operate standard office machinery. Computer literate, knowledgeable of MS word and Excel, good communication skills (written and spoken). Ability to communicate tactfully with all levels of personnel or individuals requesting information/services.

SELECTION PROCESS (FOR ALL POSITIONS)

When equally qualified, US citizen Eligible Family Members (AEFMs) and US Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employed US citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule..
5. Not ordinarily Resident employees who are hired with a When Actually Employed (WAE) work schedule are eligible to apply for advertised positions within the first 90 calendar days of their employment.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612) (available from the Embassy Security Post); or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

NB: WITH APPLICATION SUBMIT A ONE PAGE ESSAY (APPROX. 700 WORDS) IN ENGLISH ON THE TOPIC: HOUSING MARKET IN BRAZZAVILLE, CONGO

SUBMIT APPLICATION TO

Management Officer. American Embassy,
Avenue Léon Jacob, Mpila, B.P. 1015, Brazzaville. Tel: 81-14-81.
E-mail: BrazzaHRO@state.gov

CLOSING DATE FOR THIS POSITION: MAY 9, 2008

The US Mission in Brazzaville provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.